

CHECK LIST FOR RESIDENTIAL PERMIT APPLICATION AND BUILDING PLAN ACCEPTANCE

SITE DRAWINGS (For Building Permits & Zoning Certificates)

Submit (4) Site Plans showing the following:

- ☐ 1. DRAWN TO A STANDARD ENGINEERING SCALE OF 1"=10', 1"=20', 1"=50', ETC. WITH SCALE NOTED ON PLAN.
- ☐ 2. The site plan and all existing and proposed structures and improvements shall be drawn to the same scale.
- ☐ 3. Location and dimensions of all roads, easements, property lines and natural features.
- ☐ 4. Setbacks from property boundary lines, shorelines, streams, and wetlands to the proposed structure(s).
- ☐ 5. All structures shall be shown on site plans and be properly labeled in order to be accepted.
- ☐ 6. The location of the existing septic system and the Sewage Disposal Area (SDA) if applicable. Include the location of the septic tank(s) and the location of the distribution system (tile fields & distribution box or dry well). *If the applicant is unclear as to the location of the SDA, the applicant may contact the Office of Environmental Health to review the records. If an approved SDA exists on site, both the SDA and septic system must be shown on the plan.*
- ☐ 7. The location of the well, labeled as existing or proposed.
- ☐ 8. The location of the driveway, labeled as existing or proposed.

BUILDING PLANS (For Building Permits Only)

Submit **(3) sets** of Building Plans showing the following:

FOUNDATION PLAN

- ☐ 1. Dimensions of foundation.
- ☐ 2. Size and spacing of piers.
- ☐ 3. Vent location in foundation wall.
- ☐ 4. Thickness of foundation wall.
- ☐ 5. Size and depth of footing.
- ☐ 6. Framing detail, joist size, spacing and beam sizes and beam spacing
- ☐ 7. **IF USING EXISTING FOUNDATION – SHOW AS MUCH INFORMATION AS POSSIBLE –AT A MINIMUM SHOW THE FOLLOWING:**
 - Footing
 - Foundation
 - Joist size
 - Beam size

Signature _____
Permit No. _____
Date _____

FIRST FLOOR PLAN

- ☐ 1. Plans for new construction shall identify all rooms, size, **use** and dimensions, as well as outdoor spaces such as stoops, porches, decks, patios, terraces, etc, with proper labels.
- ☐ 2. Plans for interior renovations and building additions must show existing rooms proposed rooms and their uses.
- ☐ 3. When connecting an addition to an existing structure, show connecting details (as built construction).
- ☐ 4. Attic access.
- ☐ 5. All kitchens and bathroom details (major appliances and plumbing fixtures).
- ☐ 6. Door and window sizes.
- ☐ 7. Beams, headers and girders if any.
- ☐ 8. Stairs, stairwells and handrails.

UPPER FLOOR-FLOOR PLAN

- ☐ 1. Plans for new construction shall identify all rooms, size, **use** and dimensions, as well as outdoor spaces such as stoops, porches, decks, patios, terraces, etc, with proper labels.
- ☐ 2. Plans for interior renovations and building additions must show existing rooms and their uses.
- ☐ 3. When connecting an addition to existing structure, show connecting details (as built construction).
- ☐ 4. Attic access.
- ☐ 5. All kitchens and bathroom details (major appliances and plumbing fixtures).
- ☐ 6. Door and window sizes.
- ☐ 7. Beams, headers and girders if any.
- ☐ 8. Stairs, stairwells and handrails.
- ☐ 9. Label any spaces that are open to below.

CROSS SECTIONS

- ☐ 1. Footer to ridge beam cross section (showing construction detail) “labeling all structural members with size and spacing.” (Note if separate framing detail is not submitted, show direction, size and spacing of joists and beams above on each floor plan).
- ☐ 2. For additions show cross section of existing conditions and method(s) of tying old construction to new construction.

ELEVATIONS

- ☐ 1. Height of structure at highest point from existing natural grade (40 foot maximum allowable).
- ☐ 2. Roof pitch.
- ☐ 3. Roof and crawl space ventilation, if not shown on cross section.
- ☐ 4. Roof material, if not shown on cross section.

- ☐ 5. Front, back and side elevations with dimensions.
- ☐ 6. Siding material.
- ☐ 7. Doors and windows with accompanying schedule showing sizes and location.

REQUIRED SETBACKS

Well to Property Line-----	10 - Feet Minimum
Well to Foundation-----	30 - Feet Minimum
SDA (Sewage Disposal Area) to Foundation----	20 - Feet Minimum
SDA (Sewage Disposal Area) to Well-----	100 - Feet Minimum

Utilities, Driveways structures and/or other improvements shall not be located within the boundaries of the SDA (Sewage Disposal Area).

Structure to Mean High Water (Shoreline) -----	100- Feet Minimum
Structure to Non Tidal Wetland (MHW) -----	25 - Feet Minimum
Structure to Tidal Wetland-----	100 - Feet minimum

Structure to Stream or Property Lines-----	See Office of Planning and Zoning for specific setbacks
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Structure to Septic Tank -----	6 - Feet Minimum
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Distance between Structures -----	10 – Feet Minimum
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